

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EP6517016	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Deputy Associate Administrator for Congressional and Intergovernmental Relations	GS	0301	14	
4. Supervisor's Recommendation	Deputy Associate Administrator, OCIR	GS	0340	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE RINGEL, Aaron			
		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. Office of Congressional & Intergovernmental Relations		h. Employing Office Location Washington, DC			
d. Immediate Office		i. Organization Code A0F00000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator, EPA		
b. Signature 		c. Date 4/25/17		f. Date 4/25/17	
e. Signature 					
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: Yes		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 05/02/17	
11. REMARKS SECRET Clearance					

**DEPUTY ASSOCIATE ADMINISTRATOR
FOR CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS
GS-0301-14**

INTRODUCTION

This position is located in the Office of the Administrator, Office of Congressional and Intergovernmental Relations (OCIR). The incumbent will serve as Deputy Associate Administrator for Congressional and Intergovernmental Relations.

The Office of Congressional and Intergovernmental Relations coordinates involvement of EPA officials with State and local/small town government officials and communicates through the appropriate Agency and other forums. The Office coordinates and provide technical assistance between Headquarters/Regional components and State and local/small town governments in revolving broad, issue-oriented intergovernmental problems. It works with Regional Administrators to develop and encourage adoption of improved methods for dealing with the and local/small town governments on specific EPA initiatives, coordinated the development and implementation of the Agency's efforts to redefine EPA State Relations under the National Environmental Performance Partnership Systems (NEPPS), and manages and supports the Agency's Local Governmental Advisory Committee (LGAC), the Small Community Advisory Subcommittee (SCAS).

Additionally, the Office Advises the Associate Administrator, Principal Deputy Associate Administrator and other Key Officials on all congressional and policies of the Agency.

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as the Deputy Associate Administrator and oversees the development of Agency policy pertaining to both the Intergovernmental Relations program of the EPA and the Congressional Affairs aspect of the office. This requires close collaboration with Officials within the Agency, Members of Congress, the Office of Management and Budget, the Executive Office of the President, Governors, industry, and others to determine needs and issues requiring attention. Develops programs plans for the operation of the office.
2. Assists the Associate Administrator in developing Agency policy pertaining to congressional and legislative affairs programs. Collaborates with Agency officials, Members of Congress, the Office of Management and Budget, Executive Office of the President, etc., to determine the need for, and the timing of, appropriate environmental legislation.

3. Establishes and maintains working relationships with stakeholders within the Agency program officials and those outside the Agency; this includes Members of Congress and their staffs and other constituents to keep abreast of thinking and plans which affect Agency Programs. Works with all appropriate parties, as required, to implement the Agency's programs on intergovernmental relations and congressional affairs. Assist the Associate Administrator in determining priority of legislative goals. Works with the Office of General Counsel, as required, to implement the Agency's programs on legislative development.
4. Recommends and coordinates personal involvement by that Administrator/Deputy Administrator in relation with State and local governmental officials. Works with Regional Administrators to encourage the adoption of methods for dealing effectively with State and local governments and to ensure that State and local governments are brought to bear in the development of specific EPA policy and program initiatives.
5. In concert with the Associate Administrator, conducts ongoing liaison with the organizations within EPA Headquarters and Regional Offices, the White House, the Office of Management and Budget, other Federal Agencies, and Members of Congress to assure the development of a responsible legislative program. In such dealings, represents and speaks authoritatively for the Associate Administrator. The incumbent will act as a source of information for the Associate Administrator to keep him/her informed of significant happenings and trends.
6. Serves as the principal source of advice and information to the Administrator on Congressional, State and local governmental relations and concerns. Also, represents the Agency in coordinating and providing technical assistance between Headquarters/Regional components and State and local/small town governments in resolving broad, issue-oriented intergovernmental problems.
7. Initiates and maintains contacts with officials in other government agencies, Executive Office of the President, Office of Management and Budget, non-government agencies, associations, industry, special interest groups, congressional committees, individual Members of Congress, representatives of the media, and others to assure the development of a responsive intergovernmental relations program. Serves as the focal point for officials of the Agency to obtain information on developments affecting actions and trends.
8. May represent the Agency at the White House or before Congressional and interagency conference. Carries out special assignments to explain the Agency's legislative mission and objectives. As required, briefs the Associate Administrative and other key officials regarding congressional issues.
9. Coordinates the Agency's appearances at Congressional hearings. This includes coordinating the drafting of testimony and obtaining Agency concurrence on testimony; clearance of testimony through OMB; preparation of Agency witnesses; summarizing the hearings for senior management and coordination of responses to questions presented at

Congressional hearing.

10. Directs the activities and provides guidance to those staff members assigned to the intergovernmental function. Supervises the preparation of background materials related to the intergovernmental relations and requested by external EPA stakeholders. Directs and manages the staff and resources of the office to assure maximum utilization and assure flexible and timely responses to changes priorities, goals and needs.
11. Performs other duties as assigned.

SUPERVISORY GUIDE FACTORS

Program Scope and Effect

Factor 1-3

550 points

Directs a segment of a professional, highly technical, or complex administrative program. Involves the development of major aspects of key Agency scientific, legal, administrative, regulatory, policy development or comparable, highly technical program.

Organizational Setting

Factor 2-3

350 points

The position is accountable to a position that is SES level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

Supervisory/Managerial Authority Exercised

Factor 3-2

450 points

Exercises at least nine of the following supervisory authorities and responsibilities:

- Provides technical requirements and descriptions of the work to be accomplished.
- Plan and establish the work schedules, deadlines, and standards for acceptable work; coordinate and integrate contractor work schedules and processes with work of subordinates or others;
- Track progress and quality of performance; arrange for subordinates to conduct any required inspections;
- Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- Give advice, counsel, or instruction to employees on both work and administrative matters;
- Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
- Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- Effect minor disciplinary measures such as warnings and reprimands, recommending other actions in more serious cases;
- Identify developmental and training needs of employees, providing or arranging for needed development and training.
- Find ways to improve production or increase the quality of work directed;
- Develop Performance standards.

Personal Contacts

Nature of Contacts

Factor 4A-3

75 points

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require

extensive preparation of briefing materials or up to date technical familiarity with complex subject matter. Frequent contacts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff at bureau and major organization level of the Agency; with Agency headquarters administrative support staff, or with comparable personnel in other Federal agencies;
- Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage;
- Journalists representing influential city or county newspapers or comparable radio or television coverage;
- Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
- Contracting officials and high level technical staff of large industrial firms;
- Local officers of regional or national trade associations, public action groups, or professional organizations; and /or State and local government managers doing business with the Agency

Purpose of Contacts

Factor 4B-3

100 points

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearing, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

Difficulty of Typical Work Directed

Factor 5-8

1030 points

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher, or equivalent.

Other Conditions

Factor 6-6

1325 points

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher level.

Supervision and resource management involves major decisions and actions which have a direct and substantial effect on the organizations and programs managed.

Investigate

Position Designation Record

Agency	EPA
Position Title	Deputy Associate Administrator for Congressional & Intergovernmental Relations
Series and Grade/Pay	GS-0301-14
Band	
Position Description	EPGS17016
Number	
Designator's Name & Title	Howard Barnett, Lead HR Specialist

National Duties

Degree of Potential for Compromise or Damage

Unclassified information (e.g. private, controlled unclassified, or proprietary information)

- Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

Potential for Compromise or Damage

Duties

Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)

Degree of Potential for Compromise or Damage

One or more of the following:

- Senior management duties or assignments that do not rise to the level of an automatic High-Risk condition

Duties**Degree of Potential for Compromise or Damage**

- Substantial responsibility for approving regulations and/or rule-making agendas for significant government programs impacting the public's trust
- Independent responsibility for planning or approving continuity of government operations
- Sets policy for significant government programs impacting the public's trust
- Independent agency spokesperson concerning delicate controversial matters impacting the public's trust
- Serves in advisory role to senior agency officials who complete one or more of the above duties

Adjustment for Program Designation and Level of Supervision**Adjustments****Label**

Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)

Worldwide or government-wide impact

Adjustment for level of supervision or other controls

Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation**Label****Points****Investigation****Form****Required**

Total Initial Position

50

T5

SF 86

Designation Points from Step 2

50

Label**Points****Adjusted Position Designation****Points from Step 3****Sensitivity****Risk Level**

Non-Critical Sensitive

High Risk

Signature: _____

Date: _____

Name: _____

[Signature]

04/03/17

Howard Barnett

Per Twanna Lesperance position requires secret clearance
4/18/17 Suzanne Roberts